

**WESTCOMM**  
**BOARD OF DIRECTORS MEETING COMBINED**  
**WITH FINANCE COMMITTEE AND**  
**OPERATIONS BOARD MEETING**

NOVEMBER 24, 2021 9:00 A.M.

Google Meet Meeting

<https://us02web.zoom.us/j/87174104830?pwd=N2UrOXdlTWgvaGFVT1hzT1JocHN2Zz09>

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
John Beaulieu, Chicopee  
Erin Hastings, Executive Director, WESTCOMM  
Khristy Lord, Deputy Director, WESTCOMM  
Mary McNally, Town Manager, East Longmeadow  
Jennifer Wolowicz, Town Administrator, Monson  
Stuart Beckley, Town Manager, Ware  
Andrea Staples, HR Director, Monson  
JoAnn Kupiec, Admin Assistant, WESTCOMM

1. Meeting called to order 9:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, and Mary McNally, Jennifer Wolowicz. 4 Present.
2. Clerk of the Works: FT or PT position needed?

Option 1 would be a full time Clerk of the Works, on site full time.

Option 2 would be a part time Clerk of the Works, on site daily but on a part time basis with daily report logs.

Option 3 would be "other"

Both John and Mary are in favor of option 2

A motion was made by Mary McNally and 2<sup>nd</sup> by John Beaulieu to adopt the recommendation to hire a Clerk of the Works to oversee all aspects of the construction project as WESTCOMM's Representative. The expectation is that the OPM will provide daily Clerk of the Works service on construction labor days, with daily report logs during all construction labor days.

Rollcall was done, 4 yes, motion passed.

Notice to all Communities regarding Bond Authorization: If each City/Town do not accept moving forward with bond authorization, the bond need to be halted. It was suggested that perhaps a presentation needs to be done with each City/Town to answer questions from the City/Town, Boards/Counsels.

The language in the District Agreement indemnifies the Communities form financial liability.

What if any responsibilities will City/Towns have if WESTCOMM disbands?

Erin will send the relevant paragraph in the District Agreement, referencing the language regarding Communities not being responsible for bonding.

WESTCOMM will apply for Grants annually from State 911 to repay the bond.

A motion was made by John Beaulieu and 2<sup>nd</sup> by Jennifer Wolowicz, to Officially vote ware into WESTCOMM, roll call was done, 4 yes, motion passed.

WESTCOMM outreach video: Chicopee TV will share with other Communities so they can televise on their local channel.

Human Resource contract: Monson provided a multi-page document regarding shared HR services.

It was decided to table the discussion on the HR proposal until the next Board of Directors meeting, this will be added to the agenda for the next meeting.

The December 3, 2021 Board of Directors meeting was rescheduled to Friday December 10, 2021 at 11:00 A.M.

A motion was made by Lyn Simmons and 2<sup>nd</sup> by John Beaulieu, to enter into Executive Session in accordance with MGL Chapter 30A, Section 21 (a) (1), To

discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and the Chair so declare, not to reconvene in open session. Rollcall was done, 4 yes, motion passed.